

# *Department of Army*



## *Resume Preparation Kit*

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## INTRODUCTION

This Resume Preparation Kit is designed to assist those applicants who choose to prepare their own resume when applying for Department of Army (DA) employment opportunities. While it is DA's policy to accept "hard-copy" resumes by electronic mail or tradition surface mail, all applicants are **STRONGLY ENCOURAGED** to use DA's on-line, interactive resume builder. This tool can be found at the following URL: <http://www.cpol.army.mil>. Click on employment and then click on Army Resume Builder. By using the Army Resume Builder, applicants will save time and the costs of mailing documents, and be less likely to miss consideration because their resume was not received in time, was incomplete, or not in the proper format for electronic processing. Resumes submitted on-line are processed more quickly and facilitate processing so that job referrals can be issued more quickly and at less cost. Using the Army Resume Builder will ensure applicants receive immediate confirmation the resume was received and processed and will facilitate keeping the applicant informed at each stage of the employment process.

## USE OF RESUMIX

DA uses an automated staffing tool called RESUMIX. This is important for several reasons. First, RESUMIX extracts skills from the resume and matches them to skills identified by management officials as required or desired. The results of this skill match results in identifying the best qualified candidates that are referred to a selecting official for consideration. The resume is also used to determine that the applicant is within the area of consideration, meets all qualification and eligibility requirements, and is interested in the specific job being filled. Finally, the resume must be scanned or electronically processed; therefore it is critical that instructions in this kit are precisely followed. If the resume does not contain all the required information, or is not in the format prescribed, applicants will miss consideration. Again, using the Army Resume Builder at <http://cpol.army.mil> will avoid these potential problems. There are many resume guides available that provide suggested formats and content that help catch the attention of recruiters. Applicants should not use any guide except this one in applying for DA employment opportunities.

## PREPARING YOUR RESUME

Start by thinking about your career goals. Focus on defining and identifying all of the key and meaningful skills you currently possess, especially those related to the covered by the vacancy announcement. Describe your experience in sufficient detail with concrete words rather than vague descriptions. Do not use acronyms unless you spell them out first.

The resume is not intended to be the "working life history." It is not necessary to prepare and submit a resume for each vacancy announcement. A well-written resume can be used to compete for many DA vacancies.

# REVIEW OF RESUMES

A review of the resume for quality and length of experience, time-in-grade (if applicable) and time-after-competitive appointment (if applicable) will be done prior to the referral list being issued to the selecting official.

Employees are reminded that all information included in Resumes is subject to review and verification. Authorized legal and regulatory penalties may be imposed on employees submitting false information. Falsification of your Resume could result in termination of Federal employment, and may be punishable by fine or imprisonment.

## DOs and DO NOTs

It is important that you carefully follow the "Do" and "Do not" rules listed below to ensure that your resume is accepted.

### DO

- Use a minimum margin of 1 inch on all sides of your printed Resume.
- Use a common 12 point font
- Type your name and social security number in the BOTTOM left corner of each additional page of the Resume.
- Describe your experience with specific words, rather than vague generalizations.
- Proofread and spell check your Resume.
- Limit your resume to no more than three pages. The supplemental data does not count against this three-page limit.

### DO NOT

- Use a dot matrix printer or low quality copies.
- Staple, fold, bind, or punch holes in your Resume.
- Use vertical lines, horizontal lines, graphics, and boxes.
- Use fancy fonts such as *italics*, underlining, or shadows.
- Use acronyms or abbreviations
- Prepare your resume on colored paper
- Expect your resume or any documents submitted to be returned.

## RESUME CONTENT AND SAMPLE RESUME

The automated system extracts information from your Resume to compare with job requirements. In order to ensure accurate extraction (identification of job-related skills), you should develop your Resume according to the following guidelines.

RESUME CONTENT	SAMPLE RESUME
<b>Full Name</b> (First MI Last) <b>Home Address</b> (City, State, Zip Code) <b>Home Phone Number</b> <b>Work Phone Number</b> <b>DSN Phone Number</b> (if appl) <b>Typing Speed</b> (if appl) Use exact speed, do not use a range <b>Steno/Dictation Speed</b> (if appl) Use exact speed <b>EXPERIENCE:</b> Start and End Dates (MM/DD/YY); Hours Worked Per Week; Position Title, Pay Plan, Series, Grade (If Federal Civilian Position); Salary. <b><u>If experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade;</u></b> Employer's Name and Complete Address; Supervisor's Name and Telephone Number; All Major Tasks (Include in your description any systems you have worked on; any software programs you have used; any special programs you have managed; any regulations, directives, etc. you have used; any other job-related information you would like to include.)	FRANCINE T REX 186 Southeast Ave Aberdeen MD 21001 410 272-7119 H 410 273-1110 W 458-1212 DSN  Typing: 70 WPM Stenography/Dictation Speed: 120 WPM  EXPERIENCE 01/21/93 - Present, 40 HPW, Human Resource Advisor, \$46,321 PA, Bell Atlantic, 3490 Hillsdale Street, Baltimore, MD 23001, Kenneth Barnes, (410) 393-8670. Serve as a Human Resource Advisor for Bell Atlantic employees in the Baltimore area. Provide face-to-face counseling with employees on health insurance and life insurance options. Counsel employees on retirement benefits. Provide information to regional manager and division managers on filling positions. Coordinates with state employment offices on position openings. Evaluate candidate qualifications. Prepared workyear management reports. Developed pay setting plan.  04/02/91 - 01/20/93, 40 HPW, Personnel Management Specialist, GS-0201-12, \$42,068 PA, Promoted to GS-12 in Apr 92, Heidelberg Civilian Personnel Office, Heidelberg GE, Gayle Evans, 011-49-6221-57-6449. Served as the Personnel Staffing Specialist for seven major organizations under HQ USAREUR. Performed organizational and position management reviews. Developed and recommended personnel policies and personnel regulations in all human resource functional areas. Chaired reorganization committee. Tasked with high grade program administration and execution. Compiled directorate awards program policy.  09/02/89 - 04/01/91, 40 HPW, Personnel Staffing Specialist, GS-0212-11, \$38,827 PA, Fort Devens Civilian Personnel Office, Fort Devens MA 01746, Frances West, (508) 365-9000 Provided recruitment and placement services for major units. Developed recruitment strategy and crediting plans. Developed vacancy announcement. Evaluated candidate applications. Referred candidates for consideration. Provided health benefits, life insurance counseling.

RESUME CONTENT	SAMPLE RESUME
<p><b>EDUCATION:</b> Give your highest level of education. If degree completed (e.g., AA, BA, MA) list major field of study, name of school, year degree awarded and GPA. Resume must include courses and semester/quarter hours for <b>positive education requirement</b> positions. If your highest level was high school, list either highest grade completed, year graduated or date you were awarded GED.</p> <p><b>SPECIALIZED TRAINING:</b> Training courses you have completed and consider relevant to your career goals. Indicate dates and length of training..</p> <p><b>LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION:</b> Professional licenses and certificates including date(s) certified and the State where it was awarded. List any awards and any other information (e.g. language proficiencies, professional associations, etc) pertinent to your career goals. <b>For each additional page of your Resume, you must include your full name and Social Security Number on the BOTTOM left hand corner.</b></p>	<p><b>EDUCATION</b>  BA, Personnel Management, Boston College, Boston, MA, 02337, May 89, GPA 3.75  BA, Accounting, University of Maryland, College Park, MD 21213, May 95, GPA 3.40, Accounting I (3 sem hrs), Accounting II (3 sem hrs), Tax Accounting (3 sem hrs), Managerial Accounting (3 sem hrs), Intro to Governmental Accounting (3 sem hrs), Business Law I (3 sem hrs), Intermediate Accounting I (3 sem hrs), Intermediate Accounting II (3 sem hrs)  MS, Computer Science, University of Maryland, College Park, MD 21213, May 97, GPA 3.80</p> <p><b>SPECIALIZED TRAINING</b>  Advanced Staffing, Dec 89, 2 weeks; Advanced Recruiting Techniques, May 91, 1 week; Management Development Seminar, July 93 2 weeks; Job Analysis Techniques, Jun 94, 1 Week; Interviewing Techniques, Apr 95, 1 Week</p> <p><b>LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION</b>  Licensed Compensation Analyst; Aug 94 Human Resource Advisor of the Year/Mid-Atlantic Region; Federal Women's Association; Fluent in the German language.</p> <p>FRANCINE T REX,  198673021</p>

## SUPPLEMENTAL DATA

Supplemental data is required to assist human resource professionals in determining whether you are within the area of consideration, meet all eligibility requirements, and to ensure you are considered for those locations, grade levels and occupations that meet your career goals. If you choose not to use the Army Resume Builder, all of this data must be provided exactly as requested as an appendage to your resume. Failure to provide this information can result in you not being considered for a vacancy.

- An asterisk (\*) denotes a required field. This required information must be submitted with your resume. Your resume will not be processed without it.

You may submit Supplemental Data by:

- Entering data on a separate 8.5" x 11" sheet of white bond paper and mailing it with your resume.
- E-mailing data along with your Resume.

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\*Begin **Supplemental Data** (The words "Begin Supplemental Data" must appear at top of the page)

\*Name

\*Social Security Number:

\*1. Citizenship:

U.S Citizen

Local National

Non U.S. Citizen

\*2. Are you a current permanent Federal civil service employee? (Yes/No)

- If No, skip to question 3.

- If Yes: Are you a permanent civil service employee of the Department of the Army?  
Yes/No

3. Highest Federal civilian grade held on a permanent appointment:

Pay Plan and Grade

Number of months you held this grade:

Dates highest grade held: (format: MM/DD/YYYY):

From:

To:

4. If you are currently a Federal civilian employee, please give the date of your last appraisal (format: MM/DD/YYYY):

Was this appraisal fully satisfactory or better? (Yes/No)

5. Period of Active Duty Military Service (format: MM/DD/YYYY)

From:

To:

- From:                      To:
6. Retired Military? (Yes/No)  
    If Yes, date of retirement:
- \*7. Claiming veteran preference? (Yes/No). If you need more information to determine your entitlement to veteran's preference, review the veteran's preference guide under Employment at <http://www.cpol.army.mil>
- Preference Type:
- None
  - 5-Point
  - 10-Point Disability
  - 10-Point/Compensable
  - 10-Point/Other
  - 10-Point/Compensable/30 Percent
- \*8. List the appointing authorities for which you are eligible and desire consideration: If you need more specific information on appointing authority criteria, review the guide to appointing authorities under the employment category at <http://www.cpol.army.mil>
- In-service Army eligible
  - 30 percent Disabled Veteran
  - VRA eligible
  - VEOA eligible
  - EO 12721 eligible
  - Transfer eligible
  - Reinstatement eligible
  - ICTAP eligible
  - Person with Disabilities eligible
  - DCIPS/CIPMS Interchange eligible
  - NAF Interchange eligible
  - Other Interchange Agreement  
        specify: \_\_\_\_\_
  - Outstanding Scholar eligible
  - Non Status eligible
  - DCIPS employee applying for DCIPS
  - Student Employment
  - Summer Employment
  - Military spouse pref eligible
  - Family member pref eligible
  - Family member no pref eligible
  - Reemployment Annuitant
- \*9. Date of Birth: (format: MM/DD/YYYY)
10. Gender (optional): (Male/Female)
11. Race and National Origin (optional):
- American Indian or Alaskan Native
  - Asian or Pacific Islander
  - Black, Not of Hispanic origin
  - Hispanic
  - White, not of Hispanic origin



Asian Indian  
Chinese  
Filipino  
Guamanian  
Hawaiian  
Japanese  
Korean  
Samoan  
Vietnamese  
All Other Asian or Pacific Islanders  
Not Hispanic in Puerto Rico

\*12. Work schedule(s) you are willing to accept:

Full-Time  
Intermittent  
Part-Time  
Shift Work

\*13. Indicate all the types of employment you are willing to accept:

Permanent  
Temporary, 7-12 months  
Temporary, 1-6 months  
Term, 1-4 years  
Competitive detail  
Temp promotion up to 5 years

**COMPLETE THE INFORMATION BELOW IF YOU ARE INTERESTED IN OVERSEAS POSITIONS**

14. Complete both entries:

a. Sponsor:

Active Duty Military  
DOD Civilian USA Hire  
DOD Civilian Local Hire  
Contractor Employed U.S. Citizen  
Self - I am the sponsor  
No affiliation with U.S. Forces Europe

b. Specify Relationship to Sponsor e.g., self, spouse, child.

15. Sponsor's Date Estimated Return from Overseas (DEROS)

(format: MM/DD/YYYY):

16. Do you hold dual nationality with any country outside the USA?

If yes, which country?

17. Do you currently hold a work permit for any countries outside the USA?

(Yes/No)

If yes, please list those countries for which you hold a work permit:

18. Date of arrival in Host country, if applicable? (format: MM/DD/YYYY)

19. Are you presently living in host country without affiliation with U.S. forces or civilian component? (Yes/No)

20. Are you currently on Leave Without Pay? (Yes/No)

If yes, please enter expiration date --

21. European Locations (Select one or more Geographic overseas locations for which you are interested):

**Belgium:** Brussels, Chievres, SHAPE

**England:** Hythe, Menwith Hill, Molesworth

**Germany:** Ansbach/Katterbach, Aschaffenburg, Babenhausen, Bad Aibling, Bad Kissingen, Bad Kreuznach, Bad Nauheim, Bamberg, Baumholder, Bitburg, Buedingen, Butzbach, Darmstadt, Dexheim, Einsiedlerhof, Frankfurt/Roedelheim, Friedberg, Garmisch, Geibelstadt, Gelnhausen, Germersheim, Giessen, Grafenwoehr, Hanau, Heidelberg, Hohenfels, Idar-Oberstein, Illesheim, Kaiserslautern, Kitzingen, Landstuhl, Mannheim, Miesau, Munich, Oberammergau, Pirmasens, Ramstein, Schweinfurt, Schwetzingen, Seckenheim/Friedrichsfeld, Spangedalem, Stuttgart, Vilseck, Vogelweh, Wiesbaden, Wuerzburg

**Italy:** Livorno, Rome, Vicenza, Verona

**Kuwait:** Camp Doha

**Netherlands:** Brunsum, Coevorden, Eyselshoven, Landgraaf, Maastricht, Rotterdam, Schinnen/Kerkrade

**Qatar:** Qatar

**Saudi Arabia:** Dhahran, Jiddah, Riyadh, Tabuk, Taif

**Follow these instructions to indicate your interest in open-continuous announcements for**

**Europe vacancies:** List your geographic location(s) at item 21 on your General Supplemental Data. You must select at least one location if you plan to self-nominate for open-continuous announcements. You may not select an entire country. Selecting a country will result in you not receiving consideration for any of the open-continuous announcements you choose. Once you have a resume on file which has identified the geographic locations in which you are willing and able to work, you can self-nominate for open-continuous announcements. Keep in mind that open-continuous positions are filled as vacancies occur. For this reason, you may not see immediate results in ANSWER. If you fail to select geographic locations on your general supplemental data you will not receive consideration for open-continuous announcements for which you self-nominate.

## **WHERE TO SEND RESUME AND SUPPLEMENTAL DATA**

By E-mail

1. **E-MAIL to:** [resume@cpsrxtp.belvoir.army.mil](mailto:resume@cpsrxtp.belvoir.army.mil)
2. DO NOT send your resume and supplemental data as an attachment. **Attachments will not be accepted.**
3. Type only the word **RESUME** in subject line.

By Surface Mail: **Northeast Civilian Personnel Operations Center  
Central Resume Processing Center**

314 Johnson Street  
Aberdeen Proving Ground, MD. 21005-5283

## How To Apply for Specific Job Vacancies

Once your resume has been submitted to DA's central resume processing center, you may easily self-nominate for hundreds of DA employment opportunities around the world. All DA job vacancies are posted on two web-sites. These are:

<http://www.cpol.army.mil> and <http://usajobs.opm.gov>

Locate the specific job announcement you are interested in and follow the instructions in that announcement for self-nomination. Then check back with DA's automated information system called ANSWER that also can be accessed at <http://www.cpol.army.mil> to find out the status of your application.

**NOTE:** Unless specifically stated in the announcement, do not submit documentation supporting your status/eligibility when you apply. All job offers are contingent upon the candidate providing required documentation immediately after notification of selection. Failure to provide the documentation listed in the chart below within three days may result in withdrawal of the job offer.

## Additional Questions

If you have any questions regarding the use of this resume preparation kit, or on how to apply for DA vacancies, submit your inquiries to [applicanthelp@cpsrxtp.belvoir.army.mil](mailto:applicanthelp@cpsrxtp.belvoir.army.mil)